

WESTERN CONNECTICUT STATE UNIVERSITY

EMPLOYMENT OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Secretary 1 (40 Hour Work Week)

OPEN TO: The Public

DEPARTMENT: Pre-Collegiate & Access Services

DATE POSITION AVAILABLE: ASAP

SALARY: \$39,061 – \$51,255

WORK HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.

DATE POSTED: November 4, 2011

CLOSING DATE: November 22, 2011

JOB POSTING #: 056308

LOCATION: Danbury, Connecticut

ELIGIBILITY REQUIREMENTS:

Candidates must be on the current **Secretary 1** certification list promulgated by the Department of Administrative Services. State employees currently classified as **Secretary 1** and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The person selected for this position will have frequent contact with students, faculty and staff therefore, excellent interpersonal and customer service skills are required. Responsible for a full range of secretarial duties to include, but not limited to: typing, editing, proofreading, filing, maintaining data and running reports; composing correspondence; office management; receptionist duties; answering/screening and directing incoming telephone calls, creating and maintaining student & staff databases. Proficiency in Microsoft Word and Excel is required. This position provides general secretarial support to the director and department staff of the Pre-Collegiate & Access Services department.

MINIMUM QUALIFICATIONS REQUIRED:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION INSTRUCTIONS:

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

Ms. Peggy Boyle, Associate in Human Resources
WCSU
181 White Street
Danbury, CT 06810
or electronically to: hrpositions@wcsu.edu
Applications must be received no later than November 22, 2011.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.